Supervisory Management

INDEX TO VOLUME 4

January, 1959, through December, 1959

Articles

(D) Indicates Digest

(C) Indicates Case

Absenteeism

Snowbound? (C) *Jan. p. 38*
"Out Sick": How Many? How Often? Why? *April p. 37*

Alcoholism

(See Health)

Appraisal

(See also Placement)

How to Judge Performance. *June p. 24*

Arbitration

(See Unions)

Automation

Will Electronics Make People Obsolete? *Feb. p. 29*
The Next Generation of Computers. (D) *July p. 58*

Brainstorming

(See also Creativity; Decision Making; Problem Solving)

How Many Angles to an Angle Iron? *May p. 27*

Cases

Snowbound? *Jan. p. 38*
Setting Joe Straight. *Jan. p. 40*
The Practical Joke. *Feb. p. 38*
"A Clear Case of Disloyalty." *Feb. p. 40*
Teacher's Pet? *Feb. p. 42*
The Case of the Reddened Eyes. *March p. 34*
Buttering Up the Boss. *April p. 39*
The Safety Meeting. *April p. 41*
Her Best Friend Wouldn't Tell Her. *May p. 36*
The Unwelcome Transfer. *May p. 38*
The Pep Talk. *May p. 40*
The Case of the Chronic Complainer. *June p. 39*
Point of Privilege. *July p. 43*
A Matter of Money. *July p. 44*
Who's Out of Step? *Aug. p. 38*
License to Hunt. *Sept. p. 40*
The Devil and the Deep. *Oct. p. 29*
The Troublemakers. *Nov. p. 40*

Communication

(See also Writing; Meetings; Visual Aids)

Ideas: Down the Drain or Up the Line? (D) *Jan. p. 58*
"A Clear Case of Disloyalty." (C) *Feb. p. 40*
Person to Person. *March p. 27*
The Case of the Reddened Eyes. (C) *March p. 34*
How to Explain Test Results. (D) *March p. 57*

Why Can't People Get Things Straight?
Part I: We See What We Want to See. *March p. 20*
Part II: Test Your Own Perceptions. *April p. 32*
Part III: How to Make Sure You're Understood. *May p. 28*
The Art of Handling Grievances
Part II: When Is a Gripe Not a Grievance? *April p. 20*
The Pep Talk. (C) *May p. 40*
Point of Privilege. (C) *July p. 43*
Getting Your Boss's Ear. (D) *July p. 56*
Boss, You're In My Way! *Sept. p. 33*
Have You Got the "Gift of Gab"? (D) *Sept. p. 51*
Talk to Get Results. *Oct. p. 9*
When You Have to Criticize. (D) *Oct. p. 54*
You *Can* Improve Your Voice. (D) *Oct. p. 59*
The Art of Saying "No." (D) *Nov. p. 55*

Conferences

(See Meetings)

Contracts

"But I Didn't Sign Anything!" *Jan. p. 26*

Cost Control

Turnover: It Costs More Than You Think! *Jan. p. 11*
Cut Costs with Quality Control. *Jan. p. 20*
Maintenance Shortcuts Can Be Expensive. *Jan. p. 33*
Plugging Those Cost Leaks. (D) *Feb. p. 58*
What's It Worth? *April p. 2*
How to Measure Office Work. *April p. 11*
Invest in Safety. *June p. 29*
Office Cost Control: Get Rid of the Sacred Cows! *July p. 26*
Put a Price Tag on It. *Nov. p. 16*

Counseling

(See also Interviewing)

Setting Joe Straight. (C) *Jan. p. 40*
When a Worker Needs Help. (D) *Feb. p. 60*
How to Explain Test Results. (D) *March p. 57*
Her Best Friend Wouldn't Tell Her. (C) *May p. 36*
The Pep Talk. (C) *May p. 40*
A Matter of Money. (C) *July p. 44*
When You Have to Criticize. (D) *Oct. p. 54*

Creativity

(See also Brainstorming; Decision Making; Problem Solving)

Ideas: Down the Drain or Up the Line? (D) *Jan. p. 58*
Must You Be Adjusted? *June p. 22*
Ideas Are Made—Not Born. (D) *June p. 55*
Boss, You're in My Way! *Sept. p. 33*
Employee Inventions Score for Safety. *Oct. p. 32*
Sometimes It Pays to Disagree. *Nov. p. 2*

Decision Making

(See also Creativity; Brainstorming)

Supervisors Pinpoint Their Problems. (D) *April p. 54*
Ten Ways to Dodge Decisions. *May p. 19*
How to Cut Your Way Through Confusion. (D) *May p. 52*
How Do You Know When a Job Is Done? (D) *July p. 60*
Decisions, Decisions, Decisions! *Aug. p. 20*
License to Hunt. (C) *Sept. p. 40*
Some Parables for Problem Solving. (D) *Dec. p. 50*

Delegation

(See also Training)

Don't Pass the Buck. *April p. 8*
Who's Out of Step? (C) *Aug. p. 38*
The Devil and the Deep. (C) *Oct. p. 29*
Delegation: Who? What? When? How? How Much? *Dec. p. 22*

Discipline

Snowbound? (C) *Jan. p. 38*
Setting Joe Straight. (C) *Jan. p. 40*
Ten Common Problems of Discipline. (D) *Jan. p. 59*
The Practical Joke. (C) *Feb. p. 38*
Safety: Which Violations Do You Crack Down On? (D) *June p. 62*
Point of Privilege. (C) *July p. 43*
The Troublemakers. (C) *Nov. p. 40*

(D)—Digest; (C)—Case

Safety Enforcement—with a Difference. (D) *Nov. p. 51*

Economy, U. S.

The Night People. (D) *Aug. p. 52*
The Years Ahead: More People, More Problems. (D) *Aug. p. 56*
Credit for the Asking. (D) *Aug. p. 59*
Those Delicious Growth Stocks. (D) *Sept. p. 56*
More and More Managers. (D) *Oct. p. 56*
Manpower Management: The Challenge of the 1960's. *Nov. p. 34*
More Meat and Less Potatoes. (D) *Nov. p. 52*

Ethics

A Professional Code for Supervisors. *Feb. p. 13*
—Discussion and Comment. *June p. 10*
Buttering Up the Boss. (C) *April p. 39*

Grievances

(See Unions)

Group Interaction

(See *also* Meetings; Morale; Motivation; Problem Solving)

The Case of the Reddened Eyes. (C) March p. 34
Her Best Friend Wouldn't Tell Her. (C) *May p. 36*
The Devil and the Deep. (C) *Oct. p. 29*
The Troublemakers. (C) *Nov. p. 40*
Teamwork Boosts the Score. *Dec. p. 2*

Health

Your Emotions Can Be Contagious. *March p. 9*
How Do You Choose a Doctor? *March p. 40*
The Supervisor and Employee Health. (D) *April p. 60*
Her Best Friend Wouldn't Tell Her. (C) *May p. 36*
What You Can Do About Stress. (D) *May p. 59*
The Sun Also Fries. (D) *July p. 62*
Allergy: Here Are Some Answers. *Aug. p. 42*
What to Do Till the Doctor Comes. *Sept. p. 37*
See It Now . . . and Later. *Sept. p. 44*
Giant Steps Against Heart Disease. (D) *Sept. p. 59*
Help Yourself to Better Hearing. *Oct. p. 46*
Is There an "Alcoholic Personality"? (D) *Nov. p. 62*

Housekeeping

(See Maintenance)

Human Relations

The Human-Relations Approach *Is* Practical. *March p. 30*
Should You Treat 'Em All Alike? *July p. 10*
There's No Formula. *Aug. p. 2*
Human Relations: Putting the Theories into Practice. *Oct. p. 24*

Induction

(See Training)

Instructions

(See *also* Training)

Why Can't People Get Things Straight? Part III: How to Make Sure You're Understood. *May p. 28*
Boss, You're in My Way! *Sept. p. 33*

Interviewing

(See *also* Counseling; Appraisal; Communication)

The Unwelcome Transfer. (C) *May p. 38*
Interviews: Do You Draw a Blank? (D) *Aug. p. 58*

Job Description

How Do You Describe a Job? *Dec. p. 12*

Leadership

(See *also* Supervisor, Duties and Qualifications)

I Hereby Resolve. *Jan. p. 17*
A Professional Code for Supervisors. *Feb. p. 13*
Talk Like a Manager. (D) *March p. 50*
What's Your L.Q.? (D) *April p. 56*
By Whose Authority? *July p. 37*
There's No Formula. *Aug. p. 2*
Sometimes It Pays to Disagree. *Nov. p. 2*

(D)—Digest; (C)—Case

Listening

(See Communication)

Maintenance

Maintenance Shortcuts Can Be Expensive *Jan. p. 33*
Preventive Maintenance: The Stitch in Time. *March p. 14*

Meetings

Getting More Out of Your Meetings. *Feb. p. 17*
Make Your Meetings Produce. (D) *Feb. p. 56*
The Safety Meeting. (C) *April p. 41*
Why Meetings Go Wrong. (D) *June p. 56*
Too Many Meetings? *Aug. p. 29*

Mental Health

(See Health)

Methods Improvement

What's It Worth? *April p. 2*
How to Measure Office Work. *April p. 11*
Work Simplification at Du Pont. *July p. 2*
Are Office Peaks Piquing You? *Oct. p. 17*

Morale

(See also Motivation)

"A Clear Case of Disloyalty." (C) *Feb. p. 40*
Teacher's Pet? (C) *Feb. p. 42*
"Out Sick": How Many? How Often? Why? *April p. 37*
Buttering Up the Boss. (C) *April p. 39*
The Unwelcome Transfer. (C) *May p. 38*
The Case of the Chronic Complainer. (C) *June p. 39*
Should You Treat 'Em All Alike? *July p. 10*
Point of Privilege. (C) *July p. 43*
Who's Out of Step? (C) *Aug. p. 38*
License to Hunt. (C) *Sept. p. 40*
The Art of Saying "No." (D) *Nov. p. 55*

Motivation

(See also Morale; Group Interaction)

The First Day Makes the Difference. *Jan. p. 2*
Building Better Work Habits. (D) *Jan. p. 56*
Make Your Workers *Want* to Do Their Best. *Feb. p. 2*
Keys to Productivity. (D) *March p. 51*
Supervisors Pinpoint Their Problems. (D) *April p. 54*
Let's Talk About Efficiency. *June p. 35*
Incentives That Don't Cost a Cent. (D) *June p. 53*
Make the Most of Your Manpower. Part III: Motivation. *July p. 32*
Disabled Workers Build Million-Dollar Industry. *Sept. p. 12*
"What Will It Mean to *Me*?" (D) *Oct. p. 58*

Noise Control

(See Work Conditions)

Office Management

How to Handle Office Peaks and Overloads. *Feb. p. 9*
Office Oasis. *April p. 7*
How to Measure Office Work. *April p. 11*
Office Cost Control: Get Rid of the Sacred Cows! *July p. 26*
Are Office Peaks Piquing You? *Oct. p. 17*
Put a Price Tag on It. *Nov. p. 16*

Older Workers

(See Workers, Special Groups)

Personal Management

Are You Planning to Buy a Car? *Jan. p. 44*
Make Your Budget Work for You. *Feb. p. 44*
How Do You Choose a Doctor? *March p. 40*
Can You Take It Off Your Income Tax? *April p. 44*
Have Plans, Will Travel. (D) *April p. 61*
When You Need Professional Advice. *May p. 42*
The Art of Buying a House. (D) *May p. 61*
Choosing a Children's Camp. *June p. 48*
Safety in Sports. *July p. 47*
The Sun Also Fries. (D) *July p. 62*
Allergy: Here Are Some Answers. *Aug. p. 42*
Credit for the Asking. (D) *Aug. p. 59*
See It Now . . . and Later. *Sept. p. 44*
Help Yourself to Better Hearing. *Oct. p. 46*

(D)—Digest; (C)—Case

How to Climb Financial Mountains. *Oct. p. 52*
Children Don't Have to Have Accidents. *Nov. p. 44*
You Can Give Time As Well as Money. *Dec. p. 41*
How They Celebrate Christmas. *Dec. p. 32*
How Many Ways to Save? (D) *Dec. p. 55*

Perception

Why Can't People Get Things Straight?
Part I: We See What We Want to See. *March p. 20*
Part II: Test Your Own Perceptions. *April p. 32*
Part III: How to Make Sure You're Understood. *May p. 28*

Placement

(See also Appraisal; Interviewing; Job Description)

"A Clear Case of Disloyalty." (C) *Feb. p. 40*
Make the Most of Your Manpower.
Part I: Selection. *May p. 13*
The Unwelcome Transfer. (C) *May p. 38*
Pretest to Hire the Best. (D) *June p. 63*

Planning

How to Handle Office Peaks and Overloads. *Feb. p. 9*
Preventive Maintenance: The Stitch in Time. *March p. 14*
Budget Your Time. (D) *March p. 56*
Production Control: Time Saver, Work Saver, Cost Saver. *June p. 2*
Planning Is Half the Job. *Sept. p. 2*
Are Office Peaks Piquing You? *Oct. p. 17*
So You Don't Have Time for Training. *Dec. p. 34*

Problem Solving

(See Decision Making; Creativity; Brainstorming)

Quality Control

Cut Costs with Quality Control. *Jan. p. 20*

Reading

Reading from Left to Right. *Jan. p. 31*

Retirement

(See also Social Security)

Too Soon to Think of Retiring? (D) *Sept. p. 55*
How Old Is Old? *Oct. p. 36*

Safety

For Women Workers—Safety Training with a Difference. *Feb. p. 22*
The Safety Meeting. (C) *April p. 41*
Who's Responsible for Safety? (D) *April p. 59*
Invest in Safety. *June p. 29*
Safety: Which Violations Do You Crack Down On? (D) *June p. 62*
Safety in Sports. *July p. 47*
Safety: Ten Basic Principles. *Aug. p. 17*
Why's A Wise Owl Wise? (D) *Aug. p. 54*
Employee Inventions Score for Safety. *Oct. p. 32*
Children Don't Have to Have Accidents. *Nov. p. 44*
Safety Enforcement—with a Difference. (D) *Nov. p. 51*
Don't Be a Lightning Target! (D) *Nov. p. 60*

Selection (See Placement)

Social Security

Social Security 1959. *Jan. p. 36*

Supervisor, Duties and Qualifications

(See also Leadership)

How Management Picks a Supervisor. (D) *Feb. p. 61*
Supervisors Pinpoint Their Problems. (D) *April p. 54*
What's Your L.Q.? (D) *April p. 56*
Who's Responsible for Safety? (D) *April p. 59*
What Makes An Effective Foreman? *May p. 2*
Take Me to Your Leader. (D) *May p. 57*
A Supervisor Is a Supervisor Is a Supervisor. (D) *June p. 60*
How Do You Know When a Job Is Done? (D) *July p. 60*
If the Job Isn't Finished . . . It Hasn't Been Done! *Oct. p. 2*
How Not to Supervise. (D) *Dec. p. 48*
Your Job Can Be More Enjoyable. (D) *Dec. p. 54*

(D)—Digest; (C)—Case

Teamwork

(See Group Interaction)

Technology

The 1960's: A Forecast of the Technology. (D) *March p. 59*
Those Incredible Shrinking Devices. (D) *May p. 55*
The Next Generation of Computers. (D) *July p. 58*
Revolution in Materials. (D) *Sept. p. 54*
Radioisotopes: Atoms for Industry. (D) *Oct. p. 61*
Corrosion: $7 Billion Problem for Industry. (D) *Nov. p. 58*
Products Are for People. (D) *Dec. p. 52*

Testing

(See Placement)

Training

(See *also* Instructions)

The First Day Makes the Difference. *Jan. p. 2*
Building Better Work Habits. (D) *Jan. p. 56*
For Women Workers—Safety Training with a Difference. *Feb. p. 22*
Make the Most of Your Manpower. Part II: Training. *June p. 15*
Training: How Many Methods Do You Know? *Nov. p. 32*
So You Don't Have Time for Training. *Dec. p. 34*

Turnover

Turnover: It Costs More than You Think! *Jan. p. 11*

Unions

Teacher's Pet? (C) *Feb. p. 42*
Box Score on Arbitration Cases. (D) *Feb. p. 62*
The Art of Handling Grievances.
Part I: Get the Facts! *March p. 2*
Part II: When Is a Gripe Not a Grievance? *April p. 20*
Part III: Writing the Answer. *May p. 20*
Is the Arbitrator Your Friend? *Aug. p. 9*
What Is Insubordination? *Sept. p. 26*
The Supervisor and the Labor Contract. *Nov. p. 8*

Vacations

Have Plans, Will Travel. (D) *April p. 61*

Visual Aids

(See *also* Communication)

Getting More Out of Your Meetings. *Feb. p. 17*

White-Collar Workers

(See Office Management; Workers, Special Groups)

Women Workers

(See Workers, Special Groups)

Work Conditions

The Case of the Reddened Eyes. (C) *March p. 34*
Color Packs a Punch! *April p. 27*
No Noise Is Good Noise. (D) *June p. 59*
Keep It Quiet! *Nov. p. 20*

Workers, Special Groups

Older Workers Prove Their Worth. (D) *Jan. p. 63*
For Women Workers—Safety Training with a Difference. *Feb. p. 22*
The Case of the Chronic Complainer. (C) *June p. 39*
Disabled Workers Build Million-Dollar Industry. *Sept. p. 12*
Hiring the Handicapped Is Good Business. (D) *Sept. p. 52*
How Old Is Old? *Oct. p. 36*

Work Simplification

(See Methods Improvement)

Writing

(See *also* Communication)

Writing Reports That Get Results. (D) *Jan. p. 62*
Lose Those Writing Blues! (D) *March p. 53*
The Art of Handling Grievances.
Part III: Writing the Answer. *May p. 20*
Write Less—Say More. *July p. 15*
It's the Little Words That Count! *Sept. p. 22*
Syllable Happy. *Dec. p. 31*

(D)—Digest; (C)—Case

Authors

ALVORD, C. B. Getting More Out of Your Meetings. *Feb. p. 17*
BARCAN, ARTHUR. Office Cost Control: Get Rid of the Sacred Cows! *July p. 26*
BLOCK, J. RICHARD. (Co-author with Campbell, William J., and Yuker, Harold E.) Disabled Workers Build Million-Dollar Industry. *Sept. p. 12*
BUSSE, FRANK A. Make the Most of Your Manpower:
——Part I: Selection. *May p. 13*
——Part II: Training. *June p. 15*
——Part III: Motivation. *July p. 32*
CAMPBELL, WILLIAM J. (Co-author with Block, J. Richard, and Yuker, Harold E.) Disabled Workers Build Million-Dollar Industry. *Sept. p. 12*
CASEY, JOHN. The Human-Relations Approach *Is* Practical. *March p. 12*
——Human Relations: Putting the Theories into Practice. *Oct. p. 24*
CROCKER, LIONEL. Talk to Get Results. *Oct. p. 9*
DREYFACK, RAYMOND. Are Office Peaks Piquing You? *Oct. p. 17*
ECKER, PAUL. (Co-author with MacRae, John; Ouellette, Vernon; and Telford, Charles) How to Judge Performance. *June p. 24*
ELLIOTT, J. DOUGLAS. Will Electronics Make People Obsolete? *Feb. p. 29*
ESCHBACH, P. K. How to Handle Office Peaks and Overloads. *Feb. p. 9*
EWING, RUSSELL H. Make Your Workers *Want* to Do Their Best! *Feb. p. 2*
FOOTE, FRANKLIN M. See It Now . . . and Later. *Sept. p. 44*
FRESE, GERTRUDE H. For Women Workers—Safety Training with a Difference. *Feb. p. 22*
GALBRAITH, GEORGIE STARBUCK. Office Oasis. *April p. 7*
GAUDET, FREDERICK J. Turnover: It Costs More than You Think! *Jan. p. 11*
Why Can't People Get Things Straight?:
——Part I: We See What We Want to See. *March p. 20*
——Part II: Test Your Own Perceptions. *April p. 32*
——Part III: (Co-author with Livingston, Donald G.) How to Make Sure You're Understood. *May p. 28*
GOODMAN, LOUIS S. Training: How Many Methods Do You Know? *Nov. p. 32*
GRING, ROBERT A. Production Control: Time Saver, Work Saver, Cost Saver. *June p. 2*
HAGA, CLIFFORD I. Write Less—Say More. *July p. 15*
HANES, GORDON. Sometimes It Pays to Disagree. *Nov. p. 2*
HEIM, ARTHUR I., JR. Cut Costs with Quality Control. *Jan. p. 20*
HUFFMAN, IVAN L. If the Job Isn't Finished . . . It Hasn't Been Done! *Oct. p. 2*
HUTZLEY, E. G. Invest in Safety. *June p. 29*
JOHNSON, W. T. Maintenance Shortcuts Can Be Expensive. *Jan. p. 33*
JOSEPHS, RAY. Decisions, Decisions, Decisions! *Aug. p. 20*
KAHN, J. KESNER. Boss, You're in My Way! *Sept. p. 33*
KAY, BRIAN R. What Makes An Effective Foreman? *May p. 2*
KERFOOT, GLENN. It's the Little Words That Count! *Sept. p. 22*
KETCHAM, HOWARD. Color Packs a Punch! *April p. 27*
KIRKPATRICK, DONALD. So You Don't Have Time for Training. *Dec. p. 34*
LEBACH, J. WALLACE. (Co-author with Parker, Beyer V.) I Hereby Resolve . . . *Jan. p. 17*
LIND, EARL R. How to Measure Office Work. *April p. 11*
LIVENGOOD, L. L. Work Simplification at Du Pont. *July p. 2*
LIVINGSTON, DONALD G. (Co-author with Gaudet, Frederick J.) Why Can't People Get Things Straight?:
——Part III: How to Make Sure You're Understood. *May p. 28*

LYNCH, DAVID O. ". . . But I Didn't Sign Anything!" *Jan. p. 26*
MACRAE, JOHN. (Co-author with Ecker, Paul; Ouellette, Vernon; and Telford, Charles) How to Judge Performance. *June p. 24*
MARBLE, EUGENE S. By Whose Authority? *July p. 37*
MARROW, ALFRED J. . . . Too Many Meetings? *Aug. p. 29*
MARTIN, EVERETT W. Safety: Ten Basic Principles. *Aug. p. 17*
MCCONKEY, DALE D. The Supervisor and the Labor Contract. *Nov. p. 8*
MCFEELY, WILBUR M. Don't Pass the Buck. *April p. 8*
——Must You Be Adjusted? *June p. 22*
MCMURRY, ROBERT N. Ten Ways to Dodge Decisions. *May p. 19*
MORREALE, JOSEPH F. Preventive Maintenance: The Stitch in Time. *March p. 14*
MYERS, CHARLES A. Manpower Management: The Challenge of the 1960's. *Nov. p. 34*
O'CONNOR, R. B. Your Emotions Can Be Contagious. *March p. 9*
OSBORNE, ERNEST. Choosing a Children's Camp. *June p. 48*
OSTEEN, CARL E. Put a Price Tag on It. *Nov. p. 16*
OUELLETTE, VERNON. (Co-author with Ecker, Paul; MacRae, John; and Telford, Charles) How to Judge Performance. *June p. 24*
PARKER, BEYER V. (Co-author with LeBach, J. Wallace) I Hereby Resolve . . . *Jan. p. 17*
PERIAN, JOHN. Should You Treat 'Em All Alike? *July p. 10*
POMPER, VICTOR H. Keep It Quiet! *Nov. p. 20*
REEVES, JOAN RESS. Allergy: Here Are Some Answers. *Aug. p. 42*
ROSENBERGER, HOMER T. A Professional Code for Supervisors. *Feb. p. 13*
——Delegation: Who? What? When? How? How Much? *Dec. p. 22*
RUCHTI, WILLIAM. Are You Planning to Buy a Car? *Jan. p. 44*
——Make Your Budget Work for You. *Feb. p. 44*
——How Do You Choose a Doctor? *March p. 40*
——*Can* You Take It Off Your Income Tax? *April p. 44*
——When You Need Professional Advice. *May p. 42*
——Safety in Sports. *July p. 47*
——Planning Is Half the Job. *Sept. p. 2*
——How Old Is Old? *Oct. p. 36*
——Teamwork Boosts the Score. *Dec. p. 2*
RUSSELL, RICHARD. How Do You Describe a Job? *Dec. p. 12*
SCHEER, WILBERT E. Let's Talk About Efficiency. *June p. 35*
STESSIN, LAWRENCE. Is the Arbitrator Your Friend? *Aug. p. 9*
STRONG, LYDIA. Reading from Left to Right. *Jan. p. 31*
——What's It Worth? *April p. 2*
——There's No Formula. *Aug. p. 2*
——What to Do Till the Doctor Comes. *Sept. p. 37*
——You Can Give Time As Well As Money. *Dec. p. 41*
SUTERMEISTER, ROBERT A. The First Day Makes the Difference. *Jan. p. 2*
TELFORD, CHARLES. (Co-author with Ecker, Paul; MacRae, John; and Ouellette, Vernon) How to Judge Performance. *June p. 24*
TURNER, FRANKLIN N. Syllable Happy. *Dec. p. 31*
YUKER, HAROLD E. (Co-author with Block, J. Richard, and Campbell, William J.) Disabled Workers Build Million-Dollar Industry. *Sept. p. 12*

The contents of SUPERVISORY MANAGEMENT are indexed monthly in the *Business Periodicals Index* published by The H. W. Wilson Company. SUPERVISORY MANAGEMENT is microfilmed by University Microfilms, Ann Arbor, Michigan.